



CWDA

Advancing Human Services
for the Welfare of *All* Californians

CWDA Recruitment Announcement **Deputy Director – Aging, Disability and Older Adult Services**

The County Welfare Directors Association of California ([CWDA](#)) is recruiting for a Deputy Director – Aging, Disability and Older Adult Services. The Deputy Director will be responsible for policy analysis, program implementation, and federal and state advocacy activities in support of the In-Home Supportive Services Program, Adult Protective Services Program, and related programs administered by county human services agencies.

About CWDA

The County Welfare Directors Association of California (CWDA) is a non-profit association representing the human services directors from each of California's 58 counties. CWDA's mission is to promote a human services system that encourages self-sufficiency of families and communities, and protects vulnerable children and adults from abuse and neglect. To accomplish this mission, the Association:

- Advocates for policies that will further the mission of the organization.
- Educates state and federal policy-makers and the public regarding the impact of human services policies on individuals, communities, and county social services operations.
- Collaborates with government agencies, elected officials and their staff, and community-based organizations to ensure efficient and effective service delivery.

About the Position

The **Deputy Director – Aging, Disability and Older Adult Services** offers the right candidate lead responsibility for budget and legislative advocacy and implementation support across counties in the program and policy areas of aging, disability services and older adult services as administered through the county human service agencies. This encompasses the Adult Protective Services and In-Home Supportive Services programs as well as housing assistance programs including Home Safe and Housing Disability Advocacy Program (HDAP). The Deputy Director will also collaborate with other agencies and organizations to advance the goals of the [California Master Plan for Aging](#) that affirms the priority for the health and well-being of older adults and adults with disabilities.

Many policy issues cross over multiple domains in the human services field, giving the Deputy Director an opportunity to work with multiple State departments and organizations on projects that are of critical importance to county human services agencies and their customers. Examples of overlapping policy areas that offer opportunities for collaboration within the CWDA team include homelessness and housing-related services, Older Americans Act services, behavioral health services, and disaster planning, response and recovery.

CWDA is an association that represents all 58 counties. The Deputy Director will work directly with county directors, deputy directors of aging services, program managers and other county staff in each program area within the assignment. This includes

participation in and reporting at monthly board and committee meetings, gathering feedback from counties related to proposed policy or program changes, implementation of enacted changes, developing collaborative solutions to issues counties are facing, and advocating for those solutions to be adopted.

Position Duties

At the direction and under the supervision of the Director of Child Welfare and Older Adult Services, responsibilities of this position include, but are not limited to, the following:

- Support CWDA legislative and budget advocacy efforts in the aging, disability services and older adult services areas through issues analyses, coalition-building, preparing fact sheets, letters, testimony and other materials.
- Work with members of the association (i.e., county human services directors and their staff) to understand impacts of proposed policy changes on program operations and develop proposed response and recommendations for review and approval by senior staff.
- Serve as lead staff to CWDA's Adult Services Committee and its affiliated subcommittees, to provide policy and program updates and facilitate county input to inform advocacy efforts.
- Represent CWDA and counties on policy development and implementation workgroups with the California Department of Social Services (CDSS) and other entities with a variety of stakeholders from the public, private and non-profit sectors.
- Participate in and present at CWDA Board of Directors meetings and other regular and ad hoc Association committee meetings, and other stakeholder meetings.
- As appropriate, present information and updates to CWDA members and stakeholders regarding issues of interest to the membership and monitor member feedback on policies for advocacy, collaboration, and education efforts with the state.
- Provide support to county staff to implement programs effectively through education, advocacy, and collaboration between county and CDSS or other state departmental staff.
- Represent CWDA on various taskforces and external committees related to older adult services, including the Governor's Master Plan for Aging workgroups.
- Opportunity to participate in CWDA's Diversity, Equity and Inclusion project, which includes a comprehensive multi-year plan for creating greater equity and transparency both within our association as well as supporting our member agencies to increase equity, diversity and inclusion within their departments as well as in their service delivery systems.

Desired Qualifications

- Experience in or knowledge about the subject area of older adults and persons with disabilities and strong desire to improve programs and services to the population.
- Bachelor's Degree, ideally in public policy, social work, gerontology, or a related field.
- Knowledge of state budget and/or legislative processes.

- Minimum of 2 years of related experience in county, state or federal government and/or the private or non-profit sector.
- Excellent writing and communication skills.
- Ability to take direction and perform assigned tasks timely.
- Ability to thrive in a fast-paced, fun environment.
- Ability to work in a self-directed manner and build expertise in the subject matter through research and discussions with subject matter experts.
- Collaborative approach to addressing issues and seeking common ground across multiple different stakeholders.
- Ability to spot opportunities and potential challenges for the Association and its members.

Type of Work Environment

This position offers opportunities to meet and work with many county staff leaders, legislative and state departmental staff, and advocates in a fast-paced and dynamic environment. CWDA staff are encouraged to be innovative and largely work autonomously with support of senior staff. While CWDA's physical office is located in Sacramento, California, the office offers a mix of remote and in-person work. The ideal candidate is comfortable working remotely and also willing and able to work in person on a regular, though likely not full-time, basis.

Commitment to Diversity

Diversity is a core value at CWDA. We are passionate and committed to building and sustaining an inclusive and equitable working environment for all employees. Additionally, we support our member agencies to do the same for their staff while promoting equity and inclusion for the individuals and families served by county human services programs. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, design policy solutions and deliver effective advocacy for our members. We especially encourage people who come from, or are otherwise familiar with, the communities impacted by our work to apply for open positions on our team.

Compensation Package

CWDA offers a competitive salary and benefits package. The salary range for this position is \$120,000 to \$140,000 DOE. Benefits include health, dental and vision. We offer a defined benefit retirement system that is reciprocal with CalPERS, a 457 plan, and an Employee Assistance Program.

To Apply

Those interested in applying should address a letter of interest to: Eileen Cubanski, Interim Executive Director, CWDA, 925 L Street, Suite 350, Sacramento, CA 95814.

Send the letter along with your resume and a writing sample via email to Traci Metcalf at tmetcalf@cwda.org to ensure timely receipt.

Application period: January 9, 2024 - February 16, 2024.